



## Adult Education Programmatic Checklist

**Attributes for Program Types: 01(Adult Education or ESL), 07 (Adult Education or ESL at the Workplace), 10 (Corrections Education), 11 (Family Literacy)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Evidence of a KYAE-approved assessment for enrollment is on file. (Refer to [KYAE Policy and Procedure Manual](#) for approved enrollment assessments.)
- ✓ Student does not have a High School diploma or GED or the TABE score was 11.9 or less. (There are multiple scores, but the student should always be enrolled on the lowest score or the area in which the student wants to work.) See [KYAE Policy and Procedure Manual](#).
- ✓ If the student has been progress-/post-assessed before the required number of instructional hours for a KYAE-approved assessment, a [Post-Assessment Exception Form](#) must be in the student file and also on file with the program director. (See KYAE Assessment Policy in the [KYAE Policy and Procedure Manual](#).)
- ✓ Evidence to support any goals met is on file.
- ✓ The information reported to KYAE agrees with the file documentation.
- ✓ Student daily attendance hours are recorded in AERIN. Hard-copy documentation will be in student file.
- ✓ If the student has taken the GED, a copy of the passing scores from the Steck-Vaughn Official Practice Test should be in the student folder and in AERIN.
- ✓ If participant has taken the GED, the Official Practice Test scores must average 450 and scores must be a minimum of 410 in each area. (The test could have been taken multiple times so this average may have to be calculated based on the highest score in each area.)
- ✓ Evidence an individual is separated from the program must be in the file if there has been no contact for 90 consecutive days.

- ✓ Determine that goals-related information was reported accurately to KYAE.

***Additional Attributes for Program Type 11 (Family Literacy)***

- ✓ The file documents that participant is a parent or guardian of a least one child 18 years of age or younger.
- ✓ Documentation of Parent Time and Parent and Child Time activities must be included in the folder.
- ✓ Completed and signed form documenting child's progress must be in the folder. Child must show progress in at least one area to meet the indicator.

**Attributes for Program Types: 09 (Workbased-Skills or ESL), 14 (Workforce Project Learner or ESL)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Student must be associated with (referred by) an employment service or company.
- ✓ If a goal is set, it should be goal 10, 11, 12, or 13.
- ✓ Evidence to support goals met is on file.
- ✓ Determine that goals-related information was reported accurately to KYAE.

**Attributes for Program Type: 13 (Carryover Achievement)**

- ✓ The student has a goal of GED, gain employment, or enter postsecondary education (01, 04, 06).
- ✓ The student met the goal within first quarter of the fiscal year.
- ✓ Evidence to support goals met is on file.
- ✓ Determine that goals related information was reported accurately to KYAE. (See All Goals file.)

**Attributes for Program Type: 15 (Educational Assessments; OPT)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Evidence of approved formal assessment is in the folder.
- ✓ If a goal is set, it should be goal 01 to earn a GED and/or 06 for enter postsecondary education.
- ✓ Evidence to support goals met is on file.
- ✓ Determine that goals-related information was reported accurately to KYAE.

**Attributes for Program Type: 19 (English Literacy/Civics)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Evidence of approved formal assessment is in the folder.
- ✓ If a goal is set, it will be civics related.
- ✓ Evidence to support goals met is on file.
- ✓ Determine that goals-related information was reported accurately to KYAE.

**Attributes for Program Type: 25 (Workforce Assessment)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Evidence of approved formal assessment is in the folder.
- ✓ Student is associated with (referred by) an employment service or company.

**Attributes for Program Type: 26 (Corrections Education Project Learner or ESL)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Evidence of approved formal assessment for establishing eligibility is in the folder.

**Attributes for Program Type: 27 (Computer Literacy Skills)**

- ✓ The student is at least 16 years of age.
- ✓ If the age at enrollment was 16, 17, or 18, official documentation of student's withdrawal from school is on file.
- ✓ Evidence of approved formal assessment for establishing eligibility is in the folder.

**Attributes for Program Type: 28 (Corrections Carryover Achievement)**

- ✓ The student has a goal of GED or enter postsecondary education (01, 04, 06).
- ✓ The student met the goal within first quarter of fiscal year.
- ✓ Evidence to support goals met is on file.
- ✓ Determine that goals-related information was reported accurately to KYAE.

**Attributes for Program Type: 29 (Family Literacy Carryover Achievement)**

- ✓ The student has a goal of GED, gain employment, or enter postsecondary education (01, 04, 06).
- ✓ The student met the goal within first quarter of fiscal year.
- ✓ Evidence to support goals met is on file.
- ✓ Determine that goals-related information was reported accurately to KYAE.